KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Soldotna, Alaska

NOTICE OF VACANCY
October 28, 2026

2026-27	Grant Funded		
Job Title:	Migrant Student Support Specialist	Salary:	$27.11/hr
Reports To:	Federal Programs Coordinator and Building Administrator	Range:	9
Location:	Homer Area Schools	Hours/Day:	8 hrs/day
	Homer, Alaska	# Days:	Remainder of Year

JOB PURPOSE: To provide proactive support for migrant students enrolled in KPBSD schools. Will assist migrant specialists in addressing student needs as they pertain to services available through Migrant Ed programming, to include school and community–based supports and services. Will develop rapport, maintain regular communication with Priority for Service students, and help provide linking and support for students to access available and appropriate resources, all while maintaining appropriate boundaries.

Duties, Responsibilities, and Accountabilities

1. Collaborates with the Federal Programs Coordinator and Migrant Specialists to identify eligible students and address their specific needs.
2. Participates in the migrant recruitment process in compliance with all Title I-C regulations, maintaining accurate documentation and timely communication with families, and provides instructional and classroom support to identified migrant students to ensure equitable access to academic opportunities. Maintains student interaction logs, and other records, in accordance with Federal Program requirements.
3. Collaborates with teachers and staff to discuss student progress and concerns. Engages with students and parents, both in person and through electronic communication, to foster consistent dialogue, identify barriers to learning, and develop strategies to address them. Supports students in accessing appropriate and identified resources.
4. Cooperatively plans and carries out activities (school and community-based) during the academic year to assist students in continuing educational progress. May attend in-service and staff meetings, as needed.
5. Will regularly travel throughout the service area to connect and provide support to identified students.
6. Performs other related duties as required or assigned. Works cooperatively with district office, school employees, and students.

Knowledge, Skills, and Abilities

1. The successful candidate should have an innovative, coachable, and growth mindset who fosters a climate of high expectations and achievement. Ability to motivate and encourage reluctant Migrant students. Must be energetic and have a positive approach to working with students.
2. Knowledge of Migrant Education Program preferrable. Proven ability to develop positive rapport with Migrant Ed students and be able to maintain appropriate boundaries at all times.
3. Must be flexible and organized with a willingness and ability to work with Migrant students in multiple schools, which may include meeting with students at public locations other than schools.
4. Must have a valid Alaska Driver's License and own reliable transportation, as position requires travel to various schools and community sites throughout the Kenai Peninsula Borough School District.
5. Ability to communicate effectively with students, co-workers and community partners.
6. Must have experience with social/emotional strategies for youth, locating resources for students, connecting students with appropriate support when possible, and experience working with students in a school setting.
7. Ability to learn and adhere to district policies and procedures, with particular attention to issues related to student activities off the school campus and communication with students outside of a classroom setting.
8. Requires good oral and written communication skills. Must be organized and able to multi-task. Must be able to maintain confidentiality. Working knowledge of all KPBSD sites and KPBSD student/adult boundaries.
9. Requires willingness to perform various job-related duties, as situations require a strong sense of teamwork, and ability to work cooperatively with others.

Required Education on file with the KPBSD Human Resources Office in accordance with 4 AAC 04.220:

1. High School Diploma or recognized equivalent; and

2. Evidence of the following:
    a. Official transcripts verifying two years (at least 48 credit hours) of post-secondary education from a regionally or nationally accredited institution; or
    b. Official transcripts verifying Associate degree or higher from a regionally or nationally accredited institution; or
    c. Official score report with passing scores on the ParaPro assessment; or
    d. Official score report with passing scores on the Higher Education Learning Profile (HELP) assessment; or
    e. Official documentation of passing scores on the Master Teacher, Inc. (Paraeducator) Online Training and Assessments; or
    f. Official documentation of passing scores on the Workplace Documents, Applied Math, and Graphic Literacy WorkKeys assessments; or
    g. Official documentation of passing scores on an approved Basic Competency Exam under 4 AAC 12.310

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Technology Skills: Understanding of the tools used by students to participate in synchronous and asynchronous courses. Ability to access and navigate various hardware, software, programs and apps. with minimal training. Ability to trouble shoot basic problems.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to generalize information from one situation to another and to determine when additional guidance or support is needed.

Other Skills and Abilities: Demonstrated ability to operate computers and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is regularly required to stand; walk; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and fine motor skills to work on computers. The employee may be required to travel via small 4-6 passenger planes to travel to remote school sites. The employee must have his/her own reliable transportation to travel between schools on a frequent basis.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but they should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

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